



CONTROLLER

Purpose:

To actively support and uphold the City's stated mission and values. To manage, direct and supervise the activities of the Accounting Division; to perform a variety of highly complex professional accounting work; and to provide complex staff assistance to the Deputy Financial Services Manager.

Supervision Received and Exercised:

Receives general supervision from higher level supervisory or management staff.

Exercises direct supervision over professional, technical and clerical accounting staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Prepare the Section budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Supervise and coordinate the preparation of the City's comprehensive annual financial report, which includes responding to technical questions and issues from the external auditors and City accounting staff.
- Recommend goals and objectives; assist in the development of policies and procedures.

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- Monitor the City's financial condition; analyze financial statements; keep abreast of financial market activities; prepare reports and make recommendations regarding the City's finances; supervise the City's cash management and investment activities; invest the City's temporarily idle cash; administer the City's chart of accounts.
- Supervise the development, installation, and administration of accounting and auditing systems; prepare or supervise the preparation of accounting and auditing procedures, instructions, and operating manuals.
- Advise departments, divisions, and sections on accounting problems, policies, and procedures; assist in the maintenance of proper internal controls to ensure the safeguard of City assets.
- Develop and administer cost accounting procedures which relate expenditures and revenues to specific cost areas.
- Supervise and participate in the preparation of difficult and complex financial and administrative reports; prepare and analyze financial reports and records to determine trends or irregularities.
- Supervise the payroll and accounts payable functions of the City.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in financial and accounting administration, preferably in municipal government, including two years of administrative and/or supervisory responsibility

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.

Licenses/Certifications:

Certification as a Certified Public Accountant (CPA).

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This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 1820

FLSA: Exempt